

Confidentiality Breach Rectification Request

Date: [Insert Date]

To: [Recipient Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient Name],

I am writing to formally request rectification regarding a recent breach of confidentiality that has come to my attention. As you are aware, [briefly describe the incident and the nature of the breach].

This breach has caused [explain the impact of the breach on you or your organization]. According to [mention relevant laws, regulations, or company policies], I am entitled to seek rectification and resolution of this matter.

To address this issue, I kindly request that you take the following actions:

- [Action 1]
- [Action 2]
- [Action 3]

I would appreciate a prompt response to this request by [insert deadline if applicable]. Thank you for your attention to this serious matter. I look forward to your cooperation in rectifying this breach.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]